

Basic Compensation Screen
Created on Friday, June 19, 2009

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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Table of Contents

Basic Compensation Screen	1
Basic Compensation Screen Overview.....	1
Basic Compensation Screen Lesson.....	1

Basic Compensation Screen

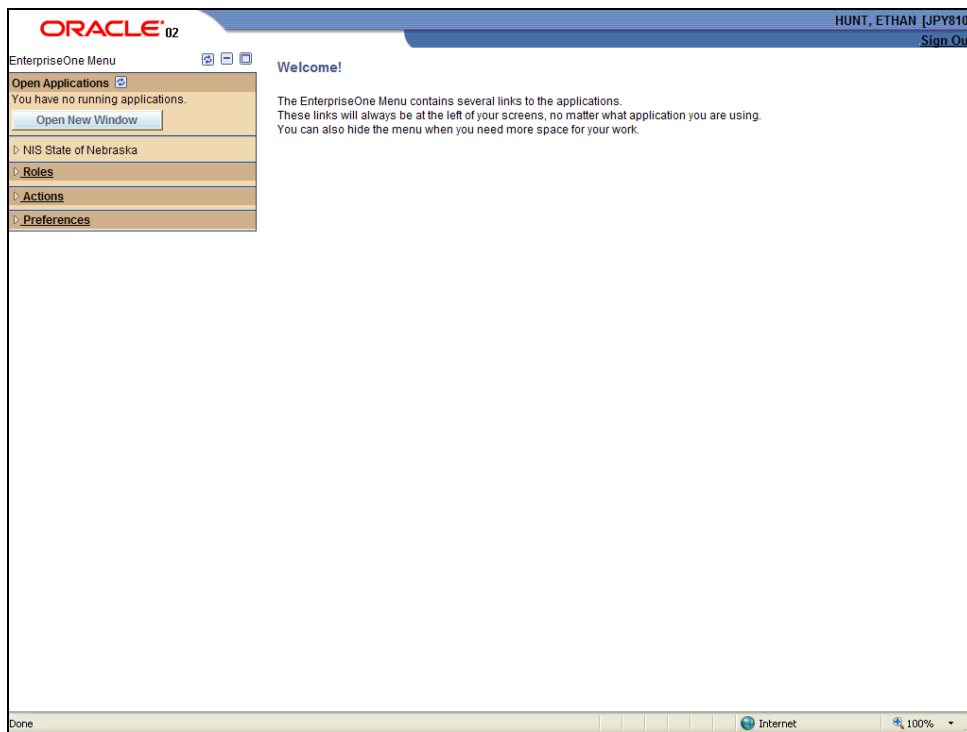
Basic Compensation Screen Overview

The Basic Compensation screen provides the opportunity to get information about employees. By using the QBE line, you can identify the specific information you need. This information can be used for reporting purposes.

Basic Compensation Screen Lesson

Procedure

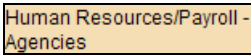
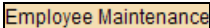
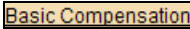
In this lesson you will learn how to access the Basic Compensation Screen.

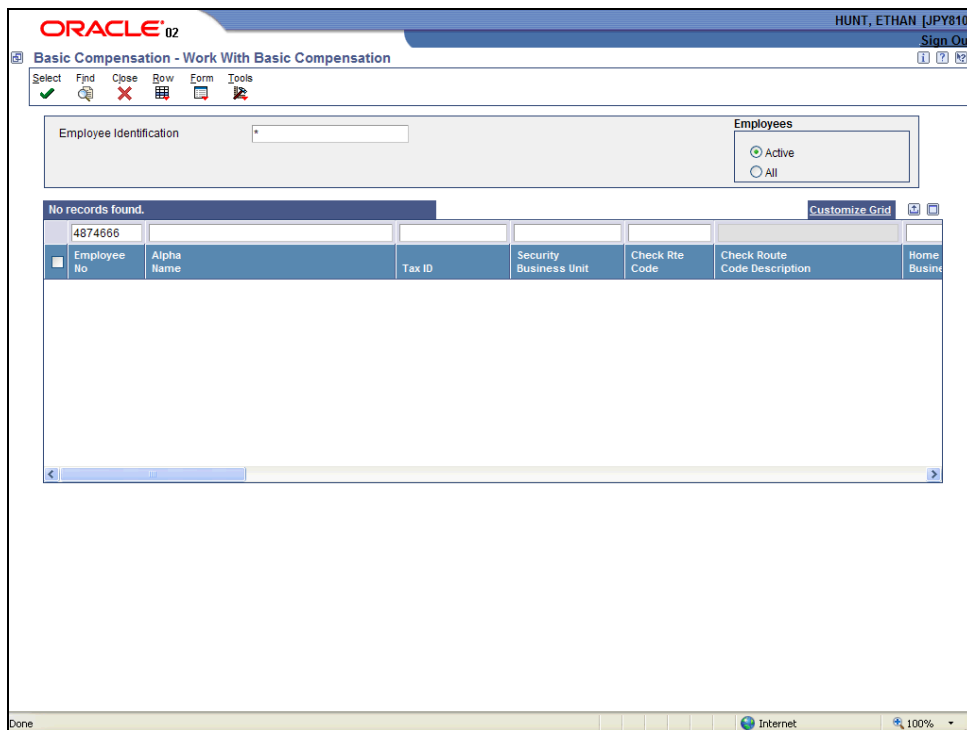




Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska

Training Guide

Basic Compensation Screen

Step	Action
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Employee Maintenance link. 
4.	Click the Basic Compensation link. 
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the Employee No field (the employee's address book number), and the Alpha Name field.



Step	Action
6.	After entering your search criteria click the Find button. 
7.	Review the information.
8.	When you are finished click the Close button. 

Step	Action
9.	You have successfully completed this lesson. End of Procedure.